

**AFTERSCHOOL MATCH PARTNERSHIP
ATTACHMENT B: PERFORMANCE REQUIREMENTS**

GRANTEE RESPONSIBILITIES

Grantee and funded program must comply with the requirements listed below. Failure to do so may result in immediate termination of grant.

1. Grantee must perform all tasks as proposed by the grantee in the grant application. Any deviations from the original grant application must be approved in writing by the Department of Workforce Services, Office of Child Care (OCC). The DWS, OCC reserves the right to deny change requests.
2. **Annual Grant Orientation Meeting**
The grant administrator, fiscal management staff and program coordinator must attend a 2-3 hour, in-person grant orientation meeting, dates to be announced. Site coordinators and other frontline staff must attend ongoing grant trainings provided by the DWS, OCC.
3. **Staff Training**
The grantee must provide documentation upon request by the DWS, OCC showing 20 hours of professional development or program related training each year for every staff person working 10 or more hours per week.
4. **Service Population and Program Requirements**
 - a. Program site(s) must provide a regular, formally supervised afterschool program for youth. The ages served must be allowable for the contract funding source(s):
 - i. Child Care Development Fund, ages 5-12 years old; and
 - ii. Temporary Assistance for Needy Families, ages 13-18 years old;
 - b. Programming must be offered for a minimum of 32 weeks and 10 hours per week during the school year; or eight weeks and 20 hours per week during the summer or both; and
 - c. Programs are required to:
 - i. Allow youth to attend all hours of programming each week;
 - ii. Provide a balance of academic and enrichment activities;
 - iii. Provide prevention education and skill building activities;
 - iv. Utilize evidence based program models or curriculum; and
 - v. If fees are charged, offer a sliding fee scale in order to provide equal access for families of all income levels.
5. **Program Quality**
 - a. The program must meet the current standard of quality set by the DWS, OCC as measured by:
 - i. The *Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool)* on an annual basis. The *Quality Tool* is available online at <http://utahafterschool.org/what-we-do/quality>; and
 - ii. Onsite observation by the DWS, OCC or designee.
 - b. The program's grant administrator and site coordinator must register with the *Utah Afterschool Network* (UAN) at www.utahafterschool.org within one month of the execution of this agreement.
6. **Consultation and Technical Assistance**
Funded entities must participate in direct consultation and technical assistance provided by DWS, OCC staff and its designees:
 - a. Failure to respond to the DWS, OCC and its designees without reasonable cause within 10 business days will be referred to DWS, OCC and Contracts Division for contract review. A contract review could result in probation or termination of the contract.
7. **National Lights On Event**
Program must organize an annual "Lights On" event, and register the event on <http://www.afterschoolalliance.org/loaHostEvent.cfm>.
8. **Reporting and Data Collection**

Grantee will participate in statewide, afterschool data collection efforts by the DWS, OCC, Utah Afterschool Network (UAN) and University of Utah's Utah Education Policy Center (UEPC) as requested.

At a minimum each funded site will be required to:

- a. Submit one mid-year and one annual progress report;
- b. Complete the *Quality Tool* self-assessment using the UAN data collection system; and
- c. Participate in data collection efforts as requested by the DWS, OCC, the UAN and the UEPC.

9. Computer Use

If the program site uses computers, Grantee must install proper firewall software and internet filter software to prevent youth from accessing inappropriate websites.

10. Qualified Expenditure Certification

Grantee will provide certification of qualified 5-12 afterschool cash match and/or kindergarten expenditure match as determined by DWS, OCC and the grantee. Match will be reported quarterly at a minimum or as requested by DWS, OCC.

11. Expense Reimbursement

- a. Programs shall submit requests for reimbursement of expenses using the reimbursement template(s) provided by DWS;
- b. Requests for reimbursement must be submitted no less than four times per contract year;
- c. Generally, reimbursements are paid within 30 days of receipt but may be affected by accuracy of invoice and approval by DWS Finance Division;
- d. Salary and fringe benefit documentation must be submitted with all invoices; and
- e. Grantee must submit all supporting documentation for invoiced purchases upon request by the DWS, OCC.

12. Budget

- a. Budget changes cannot be made after the third quarter of each contract year;
- b. Funds cannot be moved from **Category III** to **Category I**;
- c. Budget changes in any category require submission of a Budget Change form;
- d. Budget changes of 10 percent or more, in any category, require the following:
 - i. Submission of a Budget Change form;
 - ii. A detailed written explanation of budget request change. If budget request changes are for purchase of supplies or equipment, the written request must be itemized;
 - iii. Written approval by the designated DWS, OCC Program Specialist; and
- e. Unspent funds from one contract year cannot be carried over into the next contract year.

DWS RESPONSIBILITIES

DWS, or its designee(s), will be responsible for the following:

1. Providing contract monitoring support;
2. Providing technical assistance to programs when needed or requested;
3. Reviewing all invoiced expenditures for compliance with state and federal requirements; and
4. Coordinating with contracted Out-of-School Time (OST) Specialists to provide technical support.

EXPECTED OUTCOMES

The expected outcomes for the Grant include:

1. Program site quality improvement;
2. Increase program accessibility;
3. Increase participation of youth in low income families; and
4. Reduction of risky behaviors in participating youth.